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**IPSWICH BASKETBALL ASSOCIATION  
Position Description**

### 1. Position

<b>Position Title:</b>	<b>Cleaner/Maintenance Employee</b>
<b>Position Terms:</b>	<b>Casual Position</b>
<b>Location:</b>	<b>Ipswich</b>
<b>Supervises/Manages:</b>	<b>Nil</b>
<b>Reports to:</b>	<b>Stadium Manager</b>
<b>Hours of Work:</b>	<b>Approximately 12 hours per week Weekdays, weekend and early morning work to facilitate court usage timetable. Flexibility provided.</b>
<b>Date last revised:</b>	<b>3 March 2017</b>

### 2. Organisation

Ipswich Basketball Association (IBA) exists to grow and develop the sport of basketball for all participants. IBA is an incorporated association under the Associations Incorporations Act 1981 and is governed by a Management Committee.

### 3. Purpose of the Position

The Cleaner is responsible for the proper cleaning and maintenance of the stadium and surrounding areas, maintaining a high standard of cleanliness and presentation of facilities. The position is currently shared between two cleaners who have agreed designated duties drawn from the following list of key duties.

### 4. Key Duties

- Scrub courts weekly using equipment provided
- Empty bins throughout the stadium, including canteen and office areas
- Clean all toilets and amenities
- Replenish toiletries in toilets and notify manager when stocks require re-ordering
- Maintain the following areas in a continually clean and tidy state:
  - Courts and grandstand area
  - Foyer
  - Glass windows, louvres and screens
  - Car park and surrounding perimeter areas of stadium
  - QBL team rooms
  - Referees room
  - Merchandise room
- Wash QBL game towels for home and visitor teams
- Complete basic and general maintenance at a level that a handyman could perform – items requiring trade expertise and qualifications should not be undertaken

- Record maintenance issues in the maintenance book at the front office
- Keep the Stadium Manager informed of any issues or maintenance requirements and entries into maintenance book

#### **5. Required knowledge, skills and abilities**

- Experienced cleaner with basic handyman capability
- Ability to multitask and meet changing deadlines
- Flexibility in hours of work to facilitate cleaning in non-court usage times

#### **6. Other information**

IBA is required to meet the demands of a sport which operates seven days per week, with the timing of certain activities being critical to its success. IBA staff will, as the circumstances of the case determine, contribute their time and efforts outside normally recognised office hours.

The cleaning role requires frequent lifting, moving, pushing and pulling of cleaning equipment, chairs and rubbish. A workplace assessment of fitness to perform tasks may be required as a pre-requisite of appointment to this role.

It will be a condition of employment that you will not without authority of the Management Committee, divulge to any other person any information in regard to the affairs of IBA.

Submit resumes to Stadium Manager, Marney George via email [manager@ipswichforce.com.au](mailto:manager@ipswichforce.com.au)